

Charter Oak Church

Church Council Meeting Minutes

March 19, 2026 – Council Meeting

Council Members: Bob Carter, Wendell Davis, Duane Goodsell, Ben Little, Steve Manges, Jordan Morran, Adam Pardee, Amanda Polinsky, Brian Quinn, Larry Rybacki, Garth Shaner, Autumn Vinopal, Chris Whitehead, Jason Halfhill (Ex-Officio), Kristi Fellers (Ex-Officio)

Absent: Duane Goodsell

Guest Attendance: Skip Bennett, Denny Fellers, Kristin Fichet, Jon Hartland, Dick Holler, Sherri Holler, Ty Holler, Dan Krivoniak, Christina McCaffrey, Traci Grace Shearer

Prayer: Autumn Vinopal

Review the February 2026 Meeting Minutes

- **MOTION** by Autumn Vinopal to accept the February Church Council Meeting Minutes.
 - Motion 2nd by Bob Carter.
 - Motion ACCEPTED (12-0-0).

Finance Report: Larry Rybacki

- See the attached document titled **Treasurer Report 03-19-26**
 - We are on track to exceed our budgeted giving amount in March.
 - February was a financially healthy month, including strong congregational giving, responsible ministry spending, and strengthening of reserves. Net income increased substantially compared to February 2025.
 - As part of the purchase of the MidTown Plaza, we set up a \$250K Line of Credit. Although we have generated income through parking leases and current tenants, operating cashflow is negatively affected by the fact that we do not have full occupancy. The Line of Credit is available to help cover costs as needed. The LLC Board of Directors are required to approve any expenditures over \$2,500. Church Council does not need to sign off on each expenditure just the initial loan amount.
 - **MOTION** by Brian Quinn to move up to \$75K of the \$250K Line of Credit to COC Holdings, LLC for as needed operating expenses to be paid back as a loan.
 - Motion 2nd by Steve Manges.
 - Motion ACCEPTED (12-0-0).

Old Business

- Response from Previous Meeting
 - Church Council President Adam Pardee gave the following statement in response to guest comments from last month's meeting:
 - I, on behalf of Church Council, want to acknowledge the comments from guests received at February's Church Council meeting. Council understands there are concerns with the adherence to our protocols and bylaws, in addition to general unrest, in regard to the recent termination of the Frye Farm Executive Director. Personnel decisions—terminations and hiring—are among the most impactful decisions made by church leadership and they are never entered into lightly.

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The concerns raised at the last meeting emphasize this. The desire to understand the details of what happened, and is happening with personnel, is strong; but full transparency in the details of personnel management is not appropriate. It is recognized that this can lead to frustration. Therefore, it is important that the processes we follow to aid leadership in making these decisions and ensure appropriate due diligence have the right balance of formality and flexibility for the complex situations for which they will be used. Church Council, through the HR subcommittee, is assessing our processes and bylaws to ensure we have this balance as we move forward. We have also slowed, but not stopped, hiring for the time being. Our aim—as it always has been—is to ensure we have the right people with the right skills, the right attitude, and the right approach to match the demands of these positions. I also want to thank those who spoke for giving voice to their concerns; doing so helps us achieve the unity of purpose necessary to live and serve God’s church well.

- Discussion on Moving Forward with Plaza and Campus Buildout
 - Lead Pastor Chris Whitehead shared a PowerPoint presentation, which featured the history of Charter Oak Church. We are entering into a new season as a church – from defending the faith to moving our vision forward in real and practical ways. We must decide whether we will make decisions driven by fear or by a vision from God.
 - Today 350K people call Westmoreland County their home. The people in our community are searching – the church is the vehicle to share the Good News of Jesus. Charter Oak Church has been given a vision of reaching people for Jesus and infusing passion for Him to those in our county. As we move forward, we don’t want to forget that vision.
 - Church Council members reviewed the preliminary renditions of the Crossroads Campus floor plan and Midtown Plaza parking lot.
 - The estimated renovation financials were reviewed. Church Council members discussed these details and asked questions. Skip Bennett, Executive Director of Expansion, and Jason Halfhill, Executive Director of Central Services, contributed to the conversation by offering more information.
 - Church Council discussed the importance of a transparent communication strategy to the congregation.
 - The proposed timeline to completion was discussed. Jon Hartland, Crossroads Campus Pastor, shared the steps of the process needed to secure a final version of the Guaranteed Maximum Price (GMP).

Questions/Comments from Visitors

- Traci Grace Shearer shared her gratitude for the response from the last meeting. She expressed that transparency, empathy, and consistency are important for trust, but she feels that those things are missing right now.
 - Chris Whitehead responded to Traci’s concerns – following her comments in January 2025, we created a process of hearing what is happening in the ministries of our church. Stories, challenges, and wins from different ministry areas are reviewed every month.
- Christina McCaffrey responded with a challenge to Church Council that we can do better related to the issues that were raised last month.

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- Christina McCaffrey effectively resigned her role as a Finance Subcommittee member.
- Kristin Fichet encouraged Church Council members to follow up on issues raised by visitors at Church Council meetings.
- Ty Holler stated that the Human Resources Subcommittee is following up by reviewing and reworking our current policies, with the goal of providing greater clarity and addressing the gray areas.
- Adam Pardee stated that because of the sensitive nature of some issues, they are not discussed in the open session. The termination of the former Frye Farm Executive Director was one of these types of issues and therefore was only discussed in Executive Sessions.
- Amanda Polinsky affirmed that we did follow the bylaws for the termination of an Executive Director. Further details cannot be discussed though due to their sensitivity.

New Business

- Business – Capital Improvement Report (Jason Halfhill)
 - To consider as we head into next month's meeting:
 - The wire has been received for the electronic doors at the Frye Farm Campus. After the wire is run, we are looking at a two-week turnaround to completion.
 - The lighting panel at the Frye Farm Campus has been evaluated by Westmoreland Electric. We may want to vote on an upgrade next month because parts are no longer available for this outdated system.
 - It was decided by Church Council to vote on the upgrade tonight.
 - MOTION by Garth Shaner to purchase and install a lighting panel upgrade, not to exceed \$25K, at the Frye Farm Campus to be paid from the Frye Farm Capital Improvement Reserve Fund.
 - Motion 2nd by Bob Carter.
 - Motion ACCEPTED (12-0-0).
 - At the next meeting, Jason will give an update to the cost of resealing the parking lot at the Frye Farm Campus.
 - Chris Whitehead noted that sound board at the Frye Farm Campus is at the end of its life. The total amount to replace this item is nearly \$20K.
 - MOTION by Autumn Vinopal to purchase and install a new sound board at the Frye Farm Campus, not to exceed \$21K, to be paid from the Frye Farm Capital Improvement Reserve Fund.
 - Motion 2nd by Jordan Morran.
 - Motion ACCEPTED (12-0-0).
 - Jason gave an update on facilities repairs at the Frye Farm Campus:
 - Kitchen is fully repaired.
 - Kids Ministry Nursery Wing is in use as of last weekend.
 - Student Center is fully restored – Student Ministry will meet in the space this Sunday.

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- Ministry – Small Groups: Wins, Challenges, Stories
 - Student Ministry at the Frye Farm Campus had the highest attendance since before covid last Sunday.
 - Steve Manges shared that the sex curriculum that Student Ministry is walking through now was a result of Carmen Marrotta’s sharing last year at Church Council.
 - Small Groups
 - We have a process for getting people connected into our church. This year, we had the highest number of people who have attended Small Group Experience so far. And all but one person got connected to a small group after Small Group Experience ended.
 - At the Frye Farm Campus, there is a couple who have attended for about a year. The wife attended Small Group Experience and then joined a Small Group. The husband came to accept Jesus last week after a meeting with Denny Hyland, Director of Discipleship.
 - One of our college students that attends a local college has established a small group which now has about 50 members in total.
 - We are in need of more small group leaders. Pray for more people to step up into leadership roles.
- Elect Human Resources Sub-Committee Member (Amanda Polinsky)
 - At last month’s Council meeting, we discussed adding another Council member to the Human Resources Sub-Committee.
 - **MOTION** by Amanda Polinsky to appoint Duane Goodsell to serve on the Human Resources Sub-Committee.
 - Motion 2nd by Ben Little.
 - Motion ACCEPTED (12-0-0).
- Form Ad-Hoc Team to Finalize Council Search Process
 - Following the last Council search process, Adam and Pastor Chris began discussing how to establish a formal, clearly defined process that provides guidance and aligns with our bylaws.
 - An Ad-Hoc Team was formed, comprised of Larry Rybacki, Steve Manges, Brian Quinn, and Lead Pastor Chris Whitehead, to finalize the Council Search Process.
- Opportunity for Virtual Attendance of Council Members
 - A request has been raised to discuss the option of attending a Council meeting via an online service, such as Zoom or Teams.

Executive Session

- Church Council went into Executive Session.

Next Church Council Meeting

- Thursday, April 16, 2026

Respectfully Submitted,
Kristi Fellers
March 19, 2026

Treasurer's Notes: Feb '26

** Numbers are based on a Revenue Budget of \$2,711,103, and an Expense Budget of \$2,590,854

Revenue	7 MONTHS ENDED								Budget	% of Bdgt.
	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25	Jan-26	Feb-26	02/28/26		
Frye Farm	165,517	155,136	268,980	198,655	231,004	139,212	168,067	1,326,571		
Central Services	-	-	-	-	-	-	-	-		
Expansion	983	-	408	359	104	-	690	2,544		
Crossroads	31,423	24,257	22,744	27,576	49,163	24,183	32,987	212,333		
Jeannette	10,936	26,063	10,181	12,596	14,365	11,591	10,813	96,545		
Mt Pleasant / Scottsdale	15,172	10,381	10,388	14,032	11,090	9,358	10,668	81,088		
Totals	224,031	215,837	312,701	253,218	305,726	184,343	223,225	1,719,082	2,711,103	63%
2024/2025	165,873	207,236	181,720	186,195	267,600	217,534	191,964	1,418,122	Note>7/12=	58%

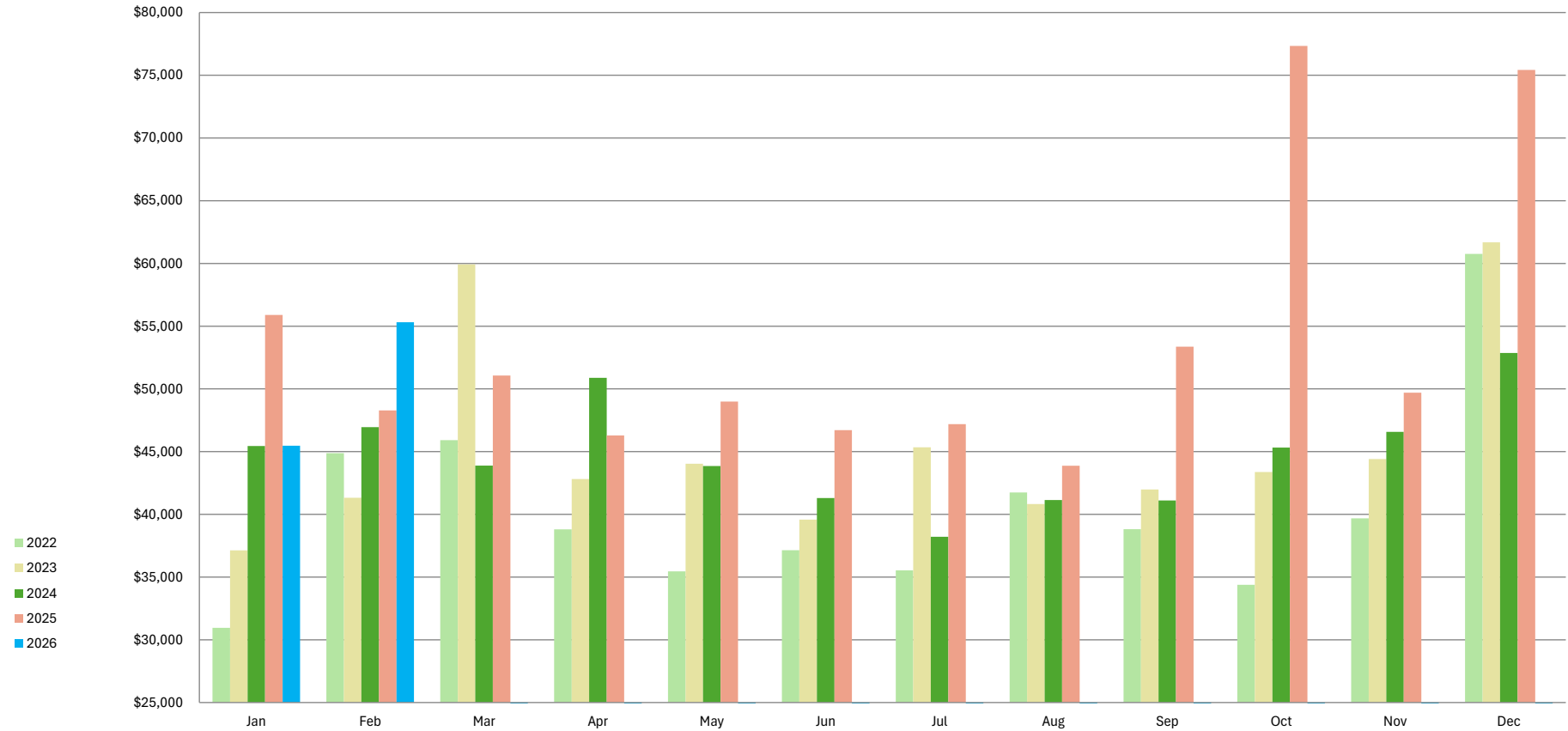
Expenses	7 MONTHS ENDED								Budget	% of Bdgt.
	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25	Jan-26	Feb-26	02/28/26		
Frye Farm	103,038	115,398	140,971	139,733	143,181	113,484	121,843	877,648		
Central Services	20,819	30,620	7,617	19,138	13,214	35,584	26,792	153,784		
Expansion	983	-	408	359	104	0	690	2,544		
Crossroads	29,518	28,134	28,276	29,365	34,759	28,197	35,903	214,152		
Jeannette	12,432	15,436	14,341	14,135	15,203	14,672	17,524	103,743		
Mt Pleasant / Scottsdale	5,026	5,277	6,761	5,219	5,421	5,490	7,127	40,320		
Totals	171,816	194,865	198,374	207,949	211,882	197,426	209,879	1,392,191	2,590,854	54%
2024/2025	185,306	182,865	186,552	194,300	173,651	209,565	195,280	1,327,519	Note>7/12=	58%

	7 MONTHS ENDED								Budget
	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25	Jan-26	Feb-26	02/28/26	
Unadjusted Net Income	52,215	20,972	114,327	45,269	93,844	(13,083)	13,346	326,890	120,249
Mortgage Principal	(8,956)	(9,004)	(9,248)	(9,101)	(9,101)	(9,101)	(9,247)	(63,757)	
Adjusted Total Profit / (Loss)	43,259	11,968	105,079	36,168	84,743	(22,183)	4,099	263,134	
2024/2025 Unadjusted Net Income	(19,433)	24,371	(4,832)	(8,105)	93,949	7,969	(3,316)	90,603	

Available Cash	Feb-26	Jan-26	
Total Bank Accounts	1,451,321	1,442,124	9,197
Outstanding Payables / Prepaids	(144,434)	(137,550)	6,884
Payroll Liabilities	(23,407)	(22,825)	582
Reserve Commitments	(939,975)	(928,789)	11,186
Unrestricted Cash	\$ 343,505	\$ 352,961	\$ (9,456)

Balances of Select Reserve Accounts:	Feb-26	Jan-26	
Crossroads Future Start Up	214,195	218,396	(4,201)
Reserve for Capital Improvement	241,951	253,143	(11,192)
Strengthening Our Future	162,450	168,470	(6,020)
COC Holdings LLC Operating Account	46,166	226,109	(179,943)
Reserve Capital Campaign	8,295	-	8,295

WEEKLY GIVING AVERAGES



Weekly Giving Averages	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Weekly Avg/Mo
2022	\$ 30,953	\$ 44,876	\$ 45,915	\$ 38,804	\$ 35,449	\$ 37,142	\$ 35,532	\$ 41,748	\$ 38,811	\$ 34,379	\$ 39,682	\$ 60,762	\$ 40,338
2023	\$ 37,125	\$ 41,325	\$ 59,924	\$ 42,816	\$ 44,036	\$ 39,578	\$ 45,339	\$ 40,816	\$ 41,980	\$ 43,368	\$ 44,415	\$ 61,679	\$ 45,200
2024	\$ 45,450	\$ 46,953	\$ 43,891	\$ 50,883	\$ 43,857	\$ 41,296	\$ 38,216	\$ 41,142	\$ 41,107	\$ 45,324	\$ 46,573	\$ 52,860	\$ 44,796
2025	\$ 55,892	\$ 48,285	\$ 51,064	\$ 46,289	\$ 48,993	\$ 46,715	\$ 47,192	\$ 43,869	\$ 53,363	\$ 77,341	\$ 49,700	\$ 75,419	\$ 53,677
2026	\$ 45,472	\$ 55,318											\$ 50,395
w=# of weeks	'23=5w		'24, '25, 26 = 5w	'23=5w	'22, 26 = 5w	'24, '25 = 5w	'23 = 5w	'25, 26 = 5w	24 = 5w	'23 = 5w	'25, 26 = 5w	'24= 5w	